

Quarterly – HPR-V Local Human Rights Committee Meeting Minutes
Monday, April 24, 2006

Norfolk Community Services Board
248 West Bute Street
Norfolk, Virginia

Committee Members Present

Janis Dauer	Samuel Yancey
Laverne Townes	Linda Ritter
Thynesis Ricks	Vincent Doheny

Others Present

Reginald Daye, Office of Human Rights
Associate At York, Sharon Gardner
Chesapeake CSB, Melissa Mason
Community Alternatives Inc., Bobbie Hansel, Sarah Ward
CAI, Doreen McGrotty, Support Secretary
Eastern Shore CSB, Donna Kellam
Fidura & Associates, John Barrett
Heart Havens Inc., Cecilia Davis
Hope House Foundation, Paula Traverse-Charlton
Lucas Lodge, Peggy Fleming, Kerri Ftizpatrick, L. Louise Lucas
Norfolk Community Services Board, Sandi Lee, Robert Horne
Portsmouth BHS, Cathy Starling
Support Services of Virginia, Chip Dodd
Tidewater Regional Group Home, Tim Heiler
Virginia Beach Dept. of Human Services, Jane Sinnott

- I. **Call to Order** – Janis Dauer called the meeting to order at 1:03 p.m.
- II. **Minutes** – A quorum was present. The January 23, 2006 minutes were approved with corrections.
- III. **Treasury Report** -Melissa Mason made the treasurer report and said that to date there is \$3,787.16 in the fund. Melissa also stated that we need to collect the dues for July. Melissa will remind everyone by email. The treasurers' report was approved by all.

IV. Support Committee Reports

AFILLIATE	INCIDENT REPORTED	SERIOUS INJURIES	DEATHS
Associates at York	0	0	0
Chesapeake Community Services Board	3	3	1
Community Alternative, Inc.	228	2	1
Eastern Shore Community Services Board	1	0	0
Fidura & Associates	1	0	0
Heart Haven	0	0	0
Hope House Foundation	14	3	2
Lucas Lodge	9	2	1
Norfolk Community Services Board	1	7	2
Portsmouth DBHS	4	0	1
Support Services of Virginia, Inc.	3	2	0
Tidewater Regional Group Home Commission	1	0	0
Virginia Beach CSB	5	8	4

* We had two visitors sitting in observing our committee. We welcomed Mr. Hunt and Ms. Swanick.

V. Regional Advocate's Report – Reginald Daye

- September 7 & 8th will be the HRC Conference date in Richmond at the Holiday Inn Select (804-379-3800) from 8:30 to 4:30. We have 300 slots that are open to LHRC members and then it is open up to program support.
- V. Doheney will not seek re-instatement as a LHRC Committee member. J. Dauer was not eligible for reappointment. Her 2nd term ended 06/30/06.
- Recommendation of By-Law modifications regard:

Article VII - Quorum: On page 4 the language was added to the By-laws to read - *at no time, however, shall a quorum be less than 3 members, regardless of the number of members on the committee.*

Article III - Membership: On page 2, section 3 was completely re-written to read - *Members shall attend all regular and special meetings of the LHRC. A member who misses 2 regularly scheduled meeting with a 12 month period shall be subject to a recommendation for removal by a majority vote of the other LHRC members. On any motion to remove a member, that member shall not have a vote. Such recommendation shall be forwarded to the SHRC for action. Also, The LHRC may also recommend to the SHRC that a member be removed for violation of the LHRC bylaws, or of any governing regulations or state laws.*

A motion was made to accept the LHRC as amended and was approved by all.

- Reminder to all programs that if they are planning to add a service or change a location, Reginald Dayes' office needs to know in writing and the committee needs to know now. If you do not do this in the correct manner this could delay the licensing process. You need to have Human Rights Policy and Procedure approved along with the approval of affiliation with HRP-V LHRC. The committee needs to know as soon as possible so that no special meeting needs to be assembled.
- Melissa made changes to the HPR-V Local Human Rights Committee Provider Report of Allegations/Complaints. A discussion was raised to clarify the report even further. She will make changes to the report that was suggested at this meeting and bring the new form back to the next meeting in July.
- The committee voted on a new chair since J. Dauer's term ends June 30th. The election of officers is as follows:

D'Linda Swanston - Chair	a motion was made and this appointment was approved by all
Laverne Townes - Vice-Chair	a motion was made and this appointment was approved by all
Thynesis Ricks - Secretary	a motion was made and this appointment was approved by all

VI. Topics requiring Action

- **Norfolk CSB ACTS Program and Crisis Stabilization.** Motion was made and approved for permanent affiliation of this program.
- **Norfolk CSB Moultrie.** Motion was made and approved for permanent affiliation of this program.
- **NCSB Hospitality Transportation Rules of Conduct.** Question was raised on number 10 regarding: *Frequent and repeated requests to make extra stops to utilize restroom facilities will result in the passenger being requested to obtain a medical exam.* It was suggested that the entire sentence mentioned above be stricken from the paragraph. A motion was made and

approved to accept the Rules of Conduct for Hospitality Transportation with the changes mentioned.

- Rotation of new support secretary for the LHRC is going to be Eastern Shore CSB.
- Hope House Foundation was granted temporary affiliation for supportive residential program. Motion was made and approved.

VII. Next Meeting – July 17, 2006 @ 1:00 p.m. The dates of the meetings are to be posted in a common area for all to see: October 16, 2006, January 22, 2007, April 16, 2007. The location is to be included with the posting of the meeting dates.

VIII. Executive Session
Went into Executive Session at 3:06 p.m. See attached reports.

IX. Adjournment
The general meeting was adjourned at 2:55 p.m.

Respectively submitted,

Doreen McGrotty – Support Secretary

Attachment I
HPRV Local Human Rights Committee

LHRC Executive/Open Sessions – April 24, 2006

Executive Session

A motion was made, seconded and passed approving the HPRV Local Human Rights Committee to go into executive session pursuant to the Virginia Freedom of Information Act, Section 2.2-3711(A) for the matter relating to:

- *Jean Swanick and Carlton Hunt interviews*

Open Session

A motion was made, seconded and passed to reconvene in open session. Upon reconvening in open session, each member certified that to the best of their knowledge, only matters lawfully exempt from public disclosure were discussed in closed session.

- *It was moved and seconded to accept Jean Swanick and Carlton Hunt onto the HPRV Local Human Rights Committee.*

Executive Session

A motion was made, seconded and passed approving the HPRV Local Human Rights Committee to go into executive session pursuant to the Virginia Freedom of Information Act, Section 2.2-3711(A) for the matter relating to:

- *Review of Restrictive Plan # of incidents for EW since last quarter*

Open Session

A motion was made, seconded and passed to reconvene in open session. Upon reconvening in open session, each member certified that to the best of their knowledge, only matters lawfully exempt from public disclosure were discussed in closed session.

- It was moved and seconded to have EW's psychiatrist write a script stating that it will be reviewed annually. The script can be sent to the committee members for their records.

Executive Session

A motion was made, seconded and passed approving the HPRV Local Human Rights Committee to go into executive session pursuant to the Virginia Freedom of Information Act, Section 2.2-3711(A) for the matter relating to:

- Lucas Lodge's update on WG, JR, DJ, RP, and KH

Open Session

A motion was made, seconded and passed to reconvene in open session. Upon reconvening in open session, each member certified that to the best of their knowledge, only matters lawfully exempt from public disclosure were discussed in closed session.

- WG is to be reported quarterly but not so detailed. Send a report before the meeting to Reginald Daye and the committee members. Give a written update 10 days prior to meeting and have script read and reviewed annually.
- JR is to be reported quarterly. Give a written update 10 days prior to meeting and have script read and reviewed annually.
- KH is to be reported quarterly. Give a written update 10 days prior to meeting and have script read and reviewed annually.
- RP is to be reported quarterly. Give a written update 10 days prior to meeting and have script read and reviewed annually.
- DJ is to be reported quarterly. Give a written update 10 days prior to meeting and have script read and reviewed annually.
- A status report is to be provided to the committee on their action they are taking to establish a guardian for GK.

**** Note: VB-DMHMRSAS have withdrawn their request for Executive Session this day on the Restrictive Treatment Plan for SK and DH.**

Respectively submitted,

Doreen McGrotty, Support Secretary